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(This is not in black book)

When the dust settles a bit,
 suggest you have an OPM
 prepared making RSD. The
 experts on civil service status.
 I am not going to write
 (unless directed) a Notice in
 2010 577 — out of date already
 and it would have to favor the
 competitive service. I believe
 we've taken care of interested
 employees on an individual basis
 by now, anyway —

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27 Apr 55

MEMORANDUM FOR: Chief, Processing and Records Division

SUBJECT: Problem Areas

REFERENCE: Memorandum from C/P&R to C/P&S dated 29 April 1955,
subject as above

1. Referenced memorandum lists six items which you indicate require procedural instructions. The current status of related projects is described below for your information.

a. Post Report Questionnaires: This item has been on coordination with DQ/P offices since January 1955. Our most recent follow (late in March) indicates that a non-concurrence may be forthcoming; however, we are still trying to work things out to obtain agreement. The Director of Communications has concurred.

b. Responsibility for handling civil service status: This has traditionally been a function of predecessor elements of P&R. However, the Staff proposed to recommend an OPR in response to your memorandum. Drafting of this item has been deferred until an Agency Insurance concerning relevant changes contained in the revised civil service rules is completed. The latter is a non-priority project with a target date of 31 May 1955.

c. Contents of Official Personnel Folders: Mr. [redacted] of this Staff is working on a project for defining the proper content. He has been in touch with your division and with the Employee Services and the Placement and Utilization Division. No specific target date has been set but the project should be ready for Agency coordination in about a month.

d. and e. Transmittal and control of Official Personnel Folders: Courier service to I, J, K and L buildings and to the Office of Logistics has been established. The Staff is presently engaged in final revision of the charge-out and control procedure which was held up pending approval of the courier proposal. Mr. [redacted] of this Staff has recently been in touch with your division on the final product. Assuming no coordination difficulties, this project should be complete in two or three weeks with necessary forms printed in about six weeks.

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2. It is noted that your last item relates to a complete review of OPR's affecting the Processing and Records Division. The Staff regularly reviews all OPR's to keep them on a current basis, although the pressure of more urgent work usually delays revisions to reflect organizational redesignations.

3. We would appreciate it if you will continue to keep us advised of those areas which you consider to require attention and particularly those requiring priority treatment.


Chief, Planning and Analysis Staff

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PAS/ (26 Apr 55)

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20 April 1955

TO : Chief, Planning and Analysis Staff
FROM : Chief, Processing and Records Division
SUBJECT: Problem Areas

1. Concerning the recent discussion of items to be examined as soon as possible in order to establish procedures, this Division is submitting the following list for review and possible coverage by OPM's:

a. Post Report Questionnaire - the draft of the CIA Regulation was coordinated many times but never issued.

b. Establishment of responsibility for handling Civil Service Status - see PRD memorandum to the Chief, PAS, dated 10 December 1954, subject; "Attainment of Civil Service Status for CIA Employees."

c. Contents of Official Personnel Folders - the existing OPM (20-803-2) needs revision to be more inclusive.

d. Transmittal of Official Personnel Folder - see the memorandum to Chief, PAS, dated 15 December 1954, same subject - (OPM 20-803-3).

e. Procedure on time limit for Personnel Folders charged out from the Files Section. (Referred to in the Inspector General's "Ten Ways for Improving CIA's Personnel Management.")

f. Complete review of OPM's which effect the Processing and Records Division.

/s/

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